



*A place where families and businesses thrive.*

**City Council Regular Meeting Minutes**

**Monday, January 14, 2019  
7:00 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.  
Council approved minutes as presented January 28, 2019.***

**1. CALLED TO ORDER AND ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; James Reitz, Senior Planner; Dan Riordan, Senior Planner; Tom Gamble, Parks and Recreation Director (in the audience); Michael Kinkade, Fire Chief (in the audience); Colleen Winters, Library Director (in the audience); Bev Maughan, Executive Assistant to the City Manager (in the audience); and Anna Ruggles, City Recorder.

**1. A. RESOLUTION NO. 2019-04 ELECTING CITY COUNCIL PRESIDENT**

Mayor Truax reported pursuant to City Charter, Section 9, Council President, and Council Rules of Procedure, Section 4.2, at the first meeting of each year (as opposed to every election), the Council must re-elect a President. The Council President acts as Mayor when the Mayor is unable to perform mayoral duties. In conclusion of the above-noted report, Mayor Truax advised Council to consider electing a Council President.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-04.

VanderZanden read Resolution No. 2019-04 by title.

**MOTION:** Councilor Rippe moved, seconded by Councilor Thompson, to approve Resolution No. 2019-04 Electing Councilor Thomas Johnston as City Council President.

**Council Discussion:**

Valfre voiced support of discussing establishing a process for the Council President appointment similar to the B/C Chair recommendation (serving no more than 24-

consecutive months) at the Council Retreat, noting there ought to be an opportunity to serve as Council President based on certain factors, such as how well one received votes.

Wenzl voiced concern that Council is not holding themselves to the same standard as the Council B/C Subcommittee's recommendation that B/C Chairs serve no more than two years.

Council President Johnston advised if Council looks at setting time limits should the Council also look at setting term limits.

Rippe noted he did not consider the Council President appointment process as part of the scope of work assigned to the Council B/C Subcommittee. Rippe advised he is not opposed to having further discussion at the Council Retreat, i.e., discussion such as time limit, motivation, purpose and roles and responsibilities of the Council President.

Mayor Truax advised to his knowledge the Council President appointment has never been based on seniority, noting he recommends waiting to deliberate on the Council President appointment process at the Council Retreat.

Hearing no further concerns from the Council, Mayor Truax asked for a voice vote on the above motion.

**VOICE VOTE: AYES: Councilors Johnston, Rippe, Thompson, Valfre, and Mayor Truax. NOES: Councilor Wenzl. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.**

**1. A. EMPLOYEE RECOGNITION:**

Mayor Truax, on behalf of the Council, and VanderZanden presented a Certificate of Appreciation honoring Beverly Maughan, Executive Assistant to City Manager, for 30 years of dedicated and exceptional service to the City.

**2. CITIZEN COMMUNICATIONS: None.**

**3. CONSENT AGENDA:**

Items under the Consent Agenda are considered routine and are adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).

- A. Approve City Council Work Session (B/C Reappointment Interviews) Meeting Minutes of December 10, 2018.
- B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes

- of December 10, 2018.
- C. Approve City Council Regular Meeting Minutes of December 10, 2018.
  - D. Approve City Council Work Session (Council Retreat) Meeting Minutes of December 10, 2018.
  - E. Accept Historic Landmarks Board Meeting Minutes of November 27, 2018.
  - F. Accept Parks and Recreation Commission Meeting Minutes of October 17, 2018.
  - G. Accept Public Arts Commission Meeting Minutes of October 11 and November 8, 2018.
  - H. Accept Resignations on Committee for Community Involvement (Betsy Brower, Term Expiring January 31, 2019; and MJ Guidetti-Clapshaw, Term Expiring January 31, 2020).
  - I. Community Development Department Monthly Building Activity Report for December 2018.
  - J. Endorse New Liquor License Application (Winery) for Dauntless Wine Company, 2003 Main Street, Suite 2 (Applicant: Benjamin Martin).
  - K. Endorse New Liquor License Application (Full On-Premises Sales) for SAWA, 2036 Main Street, Suite B (Applicant: Fusako Imai).
  - L. **RESOLUTION NO. 2019-01 DESIGNATING CITY COUNCIL MEETINGS FOR 2019.**
  - M. **RESOLUTION NO. 2019-02 MAKING APPOINTMENT TO COMMITTEE FOR COMMUNITY INVOLVEMENT (CCI) (APPOINTING KRISTEN TANGEN, TERM EXPIRING JANUARY 31, 2020).**
  - N. **RESOLUTION NO. 2019-03 AMENDING PUBLIC ARTS COMMISSION (PAC) BYLAWS; AMENDING RESOLUTION NO. 2014-70.**

**MOTION:** Councilor Valfre moved, seconded by Councilor Rippe, to approve the Consent Agenda as presented. **ABSENT:** Councilor Uhing. **MOTION CARRIED 6-0 by voice vote.**

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. **Employee Introduction**

VanderZanden introduced and welcomed Gregory Robertson, new Public Works Director, who was hired effective January 14, 2019. VanderZanden reported Robertson relocated from Missoula, Montana, to be closer to family, noting Robertson is a certified professional engineer, planner and floodplain manager with over 25 years of experience.

5. B. **Housing Needs Analysis Update: Introduction**

Riordan and Pohl presented a PowerPoint presentation overview on the City's Housing Needs Analysis (HNA) Update project, which included an overview of the

scope of work (identifying national, state and regional trends affecting housing supply and demand as well as analyzing the City's existing stock), draft project schedule (October 2018 through June 2019) and results of the City's Severe Rent Burden Community Open House held on December 5, 2018 (over 30 people attended). The robust discussion topics heard at the open house included landlord and tenant perspectives; inclusionary housing program; student off-campus housing; zoning for new housing types, i.e., tiny houses; opposition to increasing density in established neighborhoods; home-ownership opportunities; participating in partnerships, i.e., West Tuality Habitat for Humanity; and ended with a clear consensus to meet again after the HNA update is completed. Riordan reported the City's role in the project is to review work products; facilitate a technical advisory committee and conduct public hearings for adoption. Riordan advised the current HNA was last updated in 2009, is out-of-date and does not reflect changes in the housing market since the "Great Recession" and the subsequent recovery, noting the City recently was identified by the State as having a severe rent burden (36.7 percent) when more than 25 percent of households paying more than 50 percent of their household income on rent. The State legislature, through the Oregon Department of Land Conservation and Development (DLCD), allocated funding to fund HNA updates with priority given to severe rent burdened cities. In conclusion of the above-noted presentation, Riordan and Pohl addressed various Council inquiries pertaining to funding programs as well as types of housing units.

**6. RESOLUTION NO. 2019-05 AUTHORIZING CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE TO FUND THE PREPARATION OF A DOWNTOWN NATIONAL REGISTER HISTORIC DISTRICT NOMINATION**

**Staff Report:**

Reitz and Pohl presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing City Manager to submit a grant application to the State Historic Preservation Office to fund the preparation of a Downtown National Register Historic District Nomination. Reitz presented a PowerPoint presentation overview on the Forest Grove Preservation Plan 2017-2026, noting the Implementation Plan included the task of preparing a downtown National Register District Nomination in 2019-2020. Reitz presented a map outlining the consultant's recommended boundary of the proposed district and designation criteria of the 33 tax lots identified in the proposed district, noting the Historic Landmarks Board held an open house on November 28, 2018 (about 10 property owners of the 33 within the district boundary attended and expressed support). Reitz outlined the steps required to form a district, noting if more than 50 percent of the property owners object to the nomination, the recommendation cannot move forward. In conclusion of the above-noted staff report, Reitz advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting there is no fiscal impact by submitting the grant application.

**Questions of Staff:**

In response to Rippe's inquiry pertaining to if the resolution could be amended to include the buildings across the street from the proposed nomination area boundary, Reitz advised there is always the possibility that some of these buildings may be "non-contributing" because of alternations and because they have no direct connectivity to the area; however, if Council wants to proceed then it would be best to include these tax lots to the nomination area as part of the formal process.

Hearing no concerns from the Council, Mayor Truax asked for a motion to amend.

**MOTION TO AMEND:** Council President Johnston moved, seconded by Councilor Rippe, to Amend Resolution No. 2019-05 to include the area north of 21<sup>st</sup> Avenue, west of College Way, east of Main Street (identified as 2003, 2007, 2011, 2017 and 2019 21<sup>st</sup> Avenue) to the nomination area shown in Exhibit A, Proposed Downtown Historic District.

**VOICE VOTE MOTION TO AMEND:** AYES: Councilors Johnston, Rippe, Thompson, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

Mayor Truax asked for a motion to adopt Resolution No. 2019-05 as amended.

VanderZanden read Resolution No. 2019-05 by title as amended.

**MOTION AS AMENDED:** Councilor Rippe moved, seconded by Councilor Valfre, to adopt Resolution No. 2019-05 Authorizing City Manager to Submit a Grant Application to the State Historic Preservation Office to Fund the Preparation of a Downtown National Register Historic District Nomination (Exhibit A as amended).

**Council Discussion:**

Hearing no further concerns from Council, Mayor Truax asked for a voice vote on the above motion as amended.

**VOICE VOTE AS AMENDED:** AYES: Councilors Johnston, Rippe, Thompson, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

7. **RESOLUTION NO. 2019-06 TO INITIATE WITHDRAWAL FROM THE CITY LIMITS AND CLEAN WATER SERVICES BOUNDARY A CERTAIN TRACT OF LAND LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 35 AND SOUTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 4 WEST WILLAMETTE MERIDIAN AND SETTING A DATE FOR PUBLIC HEARING**

**(FILE NO. 311-000040-PLNG)**

**Staff Report:**

Riordan and Pohl presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing to initiate withdrawal from the city limits and Clean Water Services boundary a certain tract of land located in the Southeast one-quarter of Section 35 and Southwest one-quarter of Section 36, Township 1 North, range 4 West Willamette Meridian and setting a date for Public Hearing (File No. 311-000040-PLNG). Riordan reported in 1995, the Portland Area Local Government Boundary Commission approved an annexation of a tax lot near Strasburg Drive (Attachment A) stipulating at such time a lot is created for the area outside of the Urban Growth Boundary (UGB) that this area be withdrawn from the city limits. Now that the partition is final, the property owner is requesting the city withdraw the area outside of the UGB from the city limits consistent with the 1995 Boundary Commission's decision. In conclusion of the above-noted staff report, Riordan advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting ORS Chapter 222.460 describes the process that must be followed for withdrawal of territory from the city. Riordan advised the taxable assessed value of the area outside of the UGB is estimated to be approximately \$57,400, noting the City will forego approximately \$320 in annual property tax revenue after withdrawal from the city. In addition, Riordan advised to adhere to the requirements, staff is recommending holding the first Public Hearing on February 11, 2019.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-06.

VanderZanden read Resolution No. 2019-06 by title.

**MOTION:** Councilor Wenzl moved, seconded by Council President Johnston, to adopt Resolution No. 2019-06 to Initiate Withdrawal from the City Limits and Clean Water Services Boundary a Certain Tract of Land Located in the Southeast One-Quarter of Section 35 and Southwest One-Quarter of Section 36, Township 1 North, Range 4 West Willamette Meridian and Setting a Date for Public Hearing (File No. 311-000040-PLNG).

**Council Discussion:**

Hearing no concerns from Council, Mayor Truax asked for a roll call vote on the above motion.

**VOICE VOTE:** AYES: Councilors Johnston, Rippe, Thompson, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.



**8. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported on Historic Landmarks Board (HLB), noting HLB held an open house on the proposed downtown historic district, which Council reviewed this evening (Item 6). Johnston reported on Public Arts Commission (PAC), noting PAC forwarded a recommendation to amend their bylaws to allow two at-large members, which Council approved this evening (Resolution 2019-03). In addition, Johnston reported on other related matters of interest and other upcoming meetings he was planning to attend.

Rippe reported he was unable to attend the Economic Development Commission (EDC) meeting. Rippe reported Public Safety Advisory Commission (PSAC) canceled its December meeting, noting PSAC will be discussing the Boards/Commissions proposed reform at its January meeting. Rippe reported he plans to attend the League of Oregon Cities' City Day at the Capitol on January 24, 2019. In addition, Rippe reported on other related matters of interest and other upcoming meetings he was planning to attend.

Thompson reported on other related matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Valfre reported making a presentation this evening to the Forest Grove School Board of Directors on the non-profit housing property tax exemption. In addition, Valfre reported attending various swearing-in ceremonies, reported on other related matters of interest and upcoming meetings he was planning to attend.

Wenzl reported on Committee for Community Involvement's (CCI) plans for the Annual Town Meeting (ATM), noting the ATM will be held Saturday, January 26, 2019, at the Forest Grove High School. Wenzl recapped CCI's comments pertaining to the B/C proposed reform, which were submitted in writing and will be added to the other B/C's comments. In addition, Wenzl reported on other related matters of interest and upcoming meetings she was planning to attend.

**9. City Manager's Report:**

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported the department accomplishments will be reported at the upcoming Council Retreat, which will be held Saturday, February 2, 2019. VanderZanden reported the City's logo is now officially registered, noting Elizabeth Stover, new Program Coordinator, is working on the city logo usage guidelines. In addition, VanderZanden reported on other related matters of interest.

**10. MAYOR'S REPORT:**

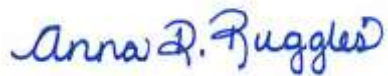
Mayor Truax announced dates of various upcoming activities, events and meetings as

noted in the Council Calendar. Mayor Truax reported attending a town hall and various swearing-in ceremonies. In addition, Mayor Truax reported on various legislation and local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

11. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 8:45 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder